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# IAS STAFF MEETING MINUTES

3 August 1973

## PRESENT:



G. Allen




1. The Management Committee did not meet yesterday, but they will meet on Monday.

2. Mr. Colby expects to be sworn in by President Nixon sometime next week. A memo was distributed to USIB members concerning National Intelligence Officers. These special assistants would have individual knowledge of a specified or substantive area and would respond on behalf of the DCI to requests for NSSM's, NIE's, congressional briefings, etc. Comments on the concept have been requested.

3. The preliminary assessment will be given to the DDI on Thursday morning. Monday the first film shipment is due in to IAS.

4.  announced that sandblasting of  will begin on Monday. He suggests that everybody read Employee Bulletin No. 138 regarding precautionary instructions for automobiles and personnel.

5.  mentioned that it is no longer a requirement to obtain temporary parking passes from the Office of Security. This covers the main parking lot only.

6. IAS now has a central bulletin board in the lobby. This will be used to identify new people coming into IAS, announce awards, etc. All information on this board must be cleared by the Administrative Officer.

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7. The weekend duty officer has duty from 1800 on Friday to 0745 the following Monday.

8. NPIC has been given the go-ahead from the DCI designate with planning for acquisition of the sixth floor. Follow-on planning for redistribution of other space in [ ] is also underway. IAS tentatively is slated to gain about half the space initially requested. This would become available sometime after FY 74.

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9. [ ] of OSR is the assessment team chief next week.

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